

KV:-ASC CENTER BANGALORE
Institutional Plan for the academic year 2018-19

Sl.No	Activity/Programme	Achievement Targets	Date(s)/Time	Monitoring/Evaluation	Remarks
1	2	3	4	5	6
1	A. ADMINISTRATION				
	Staff sanction proposals.	Proposal worked	Apr-18	Office/ Principal	
	Proposals for upgradation/additional sections etc.	out as per our requirement			
2	Selection of staff for contractual appointments.-	Preparation of Panel for various subjects/engaging teachers as and when vacancy arises	Mar-18	Office/Principal/VMC	
3	Construction Works:	i) Staircase, Assembly Stage			
	i) New works		Jul -18		
	ii) Maintenance & Repairs	ii) M & R of Vidyalaya building	May,June-18		
	iii) Developmental work	ii) M & R of Staff quarters	Oct-18	Through committees	
	iv) Colouring/white washing of school building and staff quarters, etc.	iv) Compound wall Main block white washing to be taken up	May-18		
	v) Transfer of land/execution of lease deed etc. if required.				
4	Furniture:				
	1. Procurement of new furniture	Procuring new furniture	Sep-18		
	2. Repair of old furniture	repair of broken furniture	May/June- 18	Committee members &Principal and VMC	
5	Procurement of Stores				
	i) Office stationery	to be procured after getting demand of article/related materials from Departments	Jul-18	Committee members &Principal and VMC	
	ii) Laboratory articles				
	iii) Library Books				
	iv) Workshop material				
	v) Games/Sports material				
	vi) Any other				
6	Condemnation				
	i) Unserviceable furniture	To dispose unserviceable articles of labs and Departments.	Sep-18	Committee members &Principal and VMC	
	ii) Other unserviceable stores				
7	Annual stock verification	Stock verification in all departments and office	Mar-18	Dept. in-charges and Principal	
8	Vidyalaya Management Committee Meetings.	VMC / VEC meetings	July-18,sept-18&Feb-18	Office/Prtincipal	
9	Financial Management		Feb-18		
	i) Budget proposals	Budget proposals of VVN & school fund	Aug-18		

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	ii) Revised Estimates iii) VVN	Revised estimate as per the budget	Aug-18		Office/Principial
10	Audit of school accounts. Follow up of a Audit objections	Timely response	Jun-18		Office/Principial
11	Maintenance of School Campus cleanliness and upkeep of i) Campus ii) Toilets & iii) Provision of drinking water	Neatness / hygeine to be sensitized	day to day basis	Committees/Principal/VP/HM	
12	Development & upkeep of Lawns and Gardens	Beautification of gardens	day to day basis	by the committee members	
13	Plantation of trees Flower pots and their maintenance.	New plants to be added including hostel Flower pots to be added including hostel	Jul-18 continuous process	 by the committee members supervised by Principal	
14	Settlement of Courtcases	NA	NA	NA	
B. ACADEMICS Activity/Programme					
1	School Time-table	Implementation to be effectively monitored	Apr-18		Exam Dept/tt incharge & Principal
2	Analysis of Board & Internal Exam.results	After the board results analysis to be prepared			
3	Checking of written work of classes	Checking of notebooks, records and projects Once in a month.	Continuous process	Principal/VP/HM	
4	Checking of Teachers' Diaries	Once in a month (before 5th of every month)	Every month	Principal/VP/HM	
5	Checking of class Registers	Once in a month (last working day of the month)	Every month	Principal/VP/HM	
6	Remedial teaching	Special time table for remedial measures	continuous process	Time table committee & Principal	
7	Guidance to Bright children	Preparation of separate assignments/ HOT questions etc	continuous process	Subject teachers supervised by Principal/VP/HM	
8	Supervision of: i). Laboratory work	Enthuse scientific temper through competitions	continuous process		

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	ii) SUPW Programme	Plan or schedule of SUPW activities	continuous process	through WET	
	iii) Library	Developing reading habits	continuous process	through library activities	
	iv) Other work				
9	Model tests				
	Half yearly exam/Summative assessments	Timely conduct of scholastic and	as per KVS	through exam department	
	Session ending exam/Summative assessments	non scholastic tests etc	calender		
	Unit Tests/Formative assessments				
10	Subject Committee Meetings	Effective monitoring of agenda in the subject committee	Every month	Subject Committee convenor/members supervised by the Principal	
11	Innovative Academic Projects	Encouragement to teachers	Regular basis	Principal/VP/HM	
12	Other Programmes				
C. CO-CURRICULAR:					
1	Investiture ceremony	Planning and execution	Jul-18	Committees/Principal	
2	Finalisation of CCA Schedule	Weekly competitions of various activities	Apr-18	through house master	
3	Organisation of Hobby Clubs	planning/organizing activities .	time to time	through CCA activities	
4	House-wise competitions in:	plan of schedule of activities involving variety to be strictly followed.	on weekly basis as per schedule	House wise judgement	
	Primary Section:				
	i) Story				
	ii) Poetry Recitation Hindi/English	develop language skills		CCA coordinator supervised by	
	iii) Calligraphy	develop creativiity		Principal/VP/	
	iv) Drawing	develop team spirit	July - sep 18	HM	
	v) Music	develop sense of music	July - sep-18		
	vi) Dance	develop dancing skills	July-sep 18		
	vii) Fancy Dress	Sense of costume selection	July-sep 18		
	viii) Any other	National Integration			
4	Secondary & Sr.Secondary				
	i) Elocution	Develop art of public speaking	regular basis	CCA coordinator supervised by	
	ii) Music	develop sense of music	as per	Principal/VP/	
	iii) Dance	skills/tone/musical sense	schedule	HM	
	iv) Poetry Recitation	Developing / encouraging various skills	as per calendar	supervised by Principal/VP/	

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	v) Dramatics	role playing,	of activities	HM	
	vi) Any other	dialogue delivery etc.,,			
	vii) Participation in activities organised by other agencies.				
5	Publication of Vidyalaya Patrika, Newsletter etc.	Bringing out real talent nurturing creative skills of students through Patrika	Jul-18	through editorial board supervised by Principal/VP/HM	

D. GAMES & SPORTS

	Primary Section:	Conduct of athletics/			
	Organisation of:	games/sports events to hone			
	i) Mass participation	students sports skills	Aug - sep 18	through sports committee supervised by Principal	
	ii) Physical efficiency tests				
	iii) Athletics- Housewise competitions				
	iv) School meet	planning/organizing activities .	Nov-18		
	Secondary & Sr.Secondary:				
	Organisation of :				
	i) Mass participation drive	Conduct of mass PT for			
	ii) Physical Efficiency test	health fitness, yoga practices	as per KVS Calendar	committee members Principal/VP/HM	
	iii) Housewise competitions:	Housewise competition			
	i) Athletics	healthy competitions to be			
	ii) Team games	encouraged fair play to be			
	iv) School meet	emphasized			
	Yoga practice & display				
	Inter school/Cluster/Regional meets etc.				
	v) Any other				
	vi) Participation activities organised by other agencies				

E. OTHER ACTIVITIES;

1	Environmental Awareness programme	Awareness to be stressed upon	day to day basis	speeches / Special items in morning assembly	
2	Science Exhibition	planning of organizing	Aug-18	Science subject teachers	
3	Social Science Exhibition	science exhibition / social science exhibition,		committee members / Principal	

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4	Youth Parliament		As per KVS calendar		
5	Value Education Programme	inculcation of values	continuous process	involvement of all staff members	
6	School Annual Day	presentation of cultural items	Nov-Dec18	through various committees	
7	Celebration of Festivals & important days.	showcasing talents of students in various fields			
8	Morning Assembly	timely planning of morning assembly,		various committees	
9	Bulletin Boards	befitting topics for display	regularly	committees	
10	Scouting/Guiding Training	Conduct of scouts/guide activities	as per KVS direction	S&G members Principal/VP/ HM	
11	Scouting /Guiding Camps	planning for camps etc			
12	Trekking etc.	to hone adventure skills	May-June 18	Committee/Principal	
13	Any other			Monitoring thru	
14	Health check up of students twice a year	timely planning of health checkups	Jul-18	PET/class teachers supervised by	
			Jan-19	Principal/VP/HM	
F MISCELLANEOUS;					
1	Talks by experts	to be arranged	time to time	CCA I/C/Principal/VP/HM	
2	Proposals for Inservice Courses	To depute teachers	as per	from time	
3	Organisation of Inservice Course	Implementation by the teachers in day to day teaching	KVS direction	to time	
4	Proposals for National/ Incentive Awards	Motivation/ sending proposals for awards			
5	Community oriented programmes, if any,				
6	NAEP	Awareness activities of NAEP to be planned/ organized	cca periods	guidance by trained supervised by Principal/VP/ HM	
	H. Any other				

Name of KV K V ASC CENTRE

Name of Principal Mr.P.Ramakrishna

Signature of Principal _____

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VIDYALAYA PROFILE

1	NAME OF KV	KV ASC CENTRE(S)			
2	SECTOR	DEFENCE			
3	VIDYALAYA BUILDING	PERMENANT			
4	YEAR OF ESTABLISHMENT		1963		
5	CLASS UP TO	XII (05 SECTIONS UP TO X, 03 SECTIONS OF SCIENCE 01 SECTION EACH IN COMMERCE AND HUMANITIES			
6	TOTAL STUDENTS STRENGTH AS ON 31-03-2018		2812		
7	NO OF STAFF SANCTIONED AS ON 31-03-2018		100		
8	STAFF VACANCY POSITION AS ON 31-03-2018	VP-1,PGT-1,TGT--6,PRT-3, SUBSTAFF-2,LDC-1,ASSISTANT-1,NURSE-1,Grp D-0			
9	HAVING GIRLS HOSTEL	YES CAPACITY-45 STUDENTS			